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ABSTRACT

School boards of small Oregon school districts must prepare and adopt policies, regulations, and rules to meet the basic requirements of state statutes and regulations. The suggested policies deal only with a minimum number of issues that come before the school board and for which it is responsible. Seven policies and rules are provided: (1) school board procedures; (2) certificated/classified staff; (3) certified/classified staff; (4) pupil personnel; (5) fiscal management; (6) instructional program; and (7) school-community relations. Appended is a list of definitions of key words and phrases. (23 references) (SI)

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EA 021 213

MODEL POLICIES

FOR

SMALL SCHOOL DISTRICTS

Milt Baum
Associate Superintendent
School District Services

Oregon Department of Education
Salem, Oregon 97310-0290

A publication of the Personnel Management Advisory Committee

May 1989

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FOREWORD

This publication was originally prepared by the Linn–Benton Education Service District. It was developed under the leadership of then Superintendent Charles (Chuck) Seger. The contents developed out of a group of Linn–Benton district superintendents, with George Martin serving as editor.

The first printing completed in March 1976 was then revised from time–to–time: January 1978, March 1980, and July 1982.

The document has served many Oregon districts who found need for assistance in the development or review of school district policies. This was particularly true of the smaller districts.

The current revision in the fall of 1988, follows the close of the 1987 session of the Oregon Legislature.

Copies of this document are now obtainable for PMAC members, PMAC committee and non–PMAC users through the Small Schools Association Office in the Oregon Department of Education, 700 Pringle Parkway SE, Salem, Oregon 97310–0290.

Suggestions and questions may be addressed to Milt Baum, Don Kipp, and George Martin at the Department of Education (378–4773).

Verne Duncan
State Superintendent
of Public Instruction

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MODEL POLICIES FOR SMALL SCHOOL DISTRICTS

A. INTRODUCTION

1. Authority

This document was originally prepared in 1976 in response to the requests of some 35 local district administrators to be used as a tool for school board members in preparing for and managing the requirements placed upon them by the Oregon statutes and regulations and by court decisions. It was revised in 1978, 1980, and again in 1982 to reflect new legislation, regulations, and court rulings. This revision follows the close of the 1987 session of the Oregon Legislature. Changes may be required after the 1989 session.

Many of the policies and procedures outlined on the following pages must be developed and adopted by school districts in Oregon, as mandated by the current State Standards, as revised 1986. These, and the others included in the document, are also required in order that school boards may be aware of and prepared to observe the court requirements of "due process."[1]

District boards have the authority to adopt the policies and rules necessary for the conduct of the district's business, as provided in Oregon Revised Statutes (ORS) 332.107—"Each district school board may establish rules for the government of the schools and pupils consistent with the rules of the State Board of Education."

> District boards should review each policy, regulation, and rule presented in this document and modify the language on these pages as needed to provide for their needs prior to local adoption. There should be annual review of these policies and rules.

2. Minimum Requirements

The suggested policies found on the following pages deal only with a minimum number of issues that come before the school board and for which it is responsible. The emphasis in this document is on the policies and rules that a school board must prepare and adopt if it is to meet the basic requirements of statutes and regulations.

Boards often adopt policies and procedures in many additional areas not covered here. The range of these matters may be found in Table of Contents, 1978, one of a series of Suggested Personnel Policy Guidelines for School Districts, prepared by the Personnel Management Advisory Committee of the State Board of Education. It is available from the Oregon Department of Education.[2]

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[1] This and other words and phrases are defined on pages 61–64.
[2] Further references may be found on pages 65–66.

3. Distinction Between Policies, Regulations, and Rules

It is easy to confuse a policy, a regulation, and a rule. A policy is a formal statement of intent or purpose prepared and adopted by a school board. Through this statement, the board attempts to prepare a basic position which it holds regarding an issue. The policy will often indicate who will carry out the steps required to make the policy effective in practice; that is, who will develop and administer the rules or regulations needed to carry out the policy in the district.

The board may often wish to approve the administrative rules and regulations that provide for the implementation of the policy. The district administrator will usually need to develop and make known the administrative rules to be used in administering the board policies so as to accomplish the intent of the board. These administrative rules guide district personnel, including students, as they carry out their activities in the district schools and properties. They are clearly shown on the following pages.

It should be noted that policy and administrative rules are used in various combinations and in different order. The sequence and relationship used in this document is in common use.

The district board (or administrator) may prepare an extended statement of procedure or position. Illustrations are: student conduct codes, emergency procedures, a way of conducting hearings, etc. These statements are usually presented in a regulation or rule and are often included in an appendix at the end of board policies, regulations, and administrative rules.

These statements must be developed with great care, and usually may have formal approval or acceptance by the board, and should be considered as important as policies, regulations, or rules in the conduct of district affairs.

The district board and administrator will want to consider which, if any, administrative rule or regulation will require review by and approval of the school board. There will undoubtedly be some that are of sufficient consequence and which may result in challenge as to wording and use.

The usual flow of activity is to have the school board first develop, or have developed, a broad statement of policy. At the same time, the administrator should be preparing a draft of board regulations needed to implement the policy. Both the policy and regulation may be considered, modified, and acted on at the same meeting.

The administrator should have prepared the necessary rules for carrying out the policies and regulations or should do so as soon as possible following their acceptance by the board. These rules should be presented to the board at the earliest possible date for continuity of intent and implementing procedures.

Boards and district personnel must follow all such statements in a consistent manner.

4. Policy Decisions

It is extremely important that school boards carefully consider the matter of adopting policies and rules. As noted above, this must be done in some areas of responsibility. The board exercises judgment about the other areas in which it

may take formal action on policies and procedures. The following section provides suggestions that will help the board make these decisions.

The district board will usually turn to the district administrator for advice and counsel regarding matters of policies and rules. It will usually request the administrator to propose the language of such statements and to otherwise assist the board in deciding what its action should be. This is consistent with the basic function of the board which is to legislate—that is, to adopt the policies and goals, but to expect the district administrator to provide suggestions and to carry out policies as an administrative function.

The administrator, and the school board, will often find it desirable to turn to district legal advisor or policy specialist, should it have one, or to some other similar source for assistance in developing policies and administrative rules that are consistent with statutes and state and federal regulations. The county education service district superintendent, Oregon School Board Association, or Department of Education can help on these matters.

The responsibility of the board will be to receive proposed language for a policy or rule, to edit it by changing the language, by omitting portions and/or by adding new language, and to adopt the policy or approve a rule.

It should be noted that it may be desirable to seek community input during the preparation and/or review of district policies, and to provide for announcing through the board agenda and news media the fact that policies are to be considered at a meeting of the school board, and the time and place of the meeting. It is also desirable to make it generally known that the district policies are available for public inspection at a specified places within the district.

The board will want to decide how community input will be provided. One way is to hold an open meeting for public discussion of proposed policies. Another is to name representative ad hoc groups to study and recommend possible action to the board. When such groups or committees are used, the board should clearly identify the purpose, the questions to be answered, how the members are selected and length of service, the deadline for reports, whether it is subject to the open meeting law, and other implementing matters.

5. Definitions

It is important to be familiar with or know the meaning of the words and phrases used in the pages of this document. These definitions can be found in Appendix A starting on page 61.

B. WHY HAVE POLICIES AND RULES?

1. Statutes, Regulations, and the Courts

The federal government and Oregon Legislature have enacted laws in recent years that have grown in number and in their impact on the operation of the school districts; i.e., Affirmative Action, Equal Educational Opportunity, Collective Bargaining, Fair Dismissal, etc. Much of Oregon legislation directs the State Board of Education to develop Oregon Administrative Rules (OARs) or regulations that affect the operations and plans of school districts; i.e., state standards and graduation requirements, annual staff evaluation, district policies including those dealing with personnel, etc. The courts and other state

agencies have rendered numerous decisions establishing the right of individuals to "due process" when their rights are restricted or denied; i.e., student expulsion, dismissal of teachers, etc.

The impact of these and other decisions have been to place on school boards and district administrators a growing demand for careful planning and administration of local policies and rules that are consistent with the intent and content of these legislative acts and these decisions. Policies and rules must be consistently followed.

2. Requirements of Due Process

The intent of much legislation and the rulings of the courts, as they relate to the rights of individuals, gives great emphasis to the details of due process. This includes adequate attention to the following "rights."

The individual student, staff member, parent, or members of the public should have prior knowledge of rules. They may potentially affect them and they have the right to know they have violated the rules; they have the right to face their "accusers"; and the right to request and be granted a hearing. They have the right to hear and present evidence; to cross-examine witnesses; they have the right to be represented by a person of their choice; and they have the right to appeal.

3. When Should Policies and Rules be Adopted?

District boards and administrators will want to carefully consider when policies and rules should be adopted. Many of the policies included on the following pages are mandated by state laws for State Board of Education regulations. This will be noted by reference to the "authority" that applies in most cases by the Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR) and other legal references in the lower right-hand corner of the box. These policies and rules should be developed or updated and adopted as soon as possible, if not already completed, according to a preplanned schedule. Other policies and rules may be adopted or developed when, and if, the school board feels they are needed. School boards will find it advantageous to have policies in each of the categories included in this document.

A major consideration rests with the question—should an optional policy be developed to have it ready when needed, if ever; or should one wait until a problem comes up and the board or administrator is confronted with an issue for the first time? It is a good idea to have the policies or rules adopted in advance of the time the issue may arise.

The open meeting laws makes it possible for the citizens to present and discuss issues with the board. It is unwise to reach a decision at the time the request is made unless there is already a board policy or regulation or district rule governing the matter. The school board should have a policy for handling such issues as they arise.

There is another consideration, and that deals with the impact of board policies, regulations, and administrative rules, and that is how they relate to collective bargaining. The board should carefully consider the decisions made at the bargaining table as to how they relate to basic policy of the district. In any event, it is important to remember that agreements made at the bargaining table take precedence over district policy.

It is extremely important that the board and administrators follow exactly any process that is included in policies, regulations, or rules. If, and when, they are adopted, the procedures should be followed in detail. The records show that appeals to district actions, when procedures were not followed in detail, have resulted in decisions in favor of the person(s) making the appeal.

4. Hearings

Oregon laws and regulations call for formal hearings on a number of matters. Some are required, such as the annual budget hearing; others may be granted on request, such as actions involving support and probationary employees. Others are optional and may be used by the board at its discretion. Among the latter are those having to do with adoption of the original, or changes in, board policies.

> A number of hearings call for very specific action. These are described in a document from the Oregon Department of Education, Hearings, 1980, and school boards and district administrators should become familiar with its contents.

Generally, a hearing provides: that the matter to be heard be clearly described and communicated to those actually or potentially affected; that the time and place be announced through the media; that persons interested may have access to the pending action and be informed as to how they may participate in the process; that there may be use of a "hearings officer," should the board wish this assistance; how and when the decision will be reached; and the right to appeal, if any.

5. Regular Review

It is important that district policies and rules are kept up–to–date. It is recommended that every school board, assisted by the district administrator, set aside whatever time is necessary each year for a review of district policies and regulations and, should it be found desirabie, portions of the rules. It is suggested that a proper time for this review is just prior to the start of a new school year—late August or early September. Such time coincides with the time when many districts have completed the process of collective bargaining and can review affected sections of policies and/or rules as it may be necessary. This also gives an opportunity for new board members or new district administrators to become familiar with district policies, regulations, and rules.

C. PRESENTATION OF MODEL POLICIES AND RULES

1. Preliminary Comment

The suggested policies, regulations, and rules that are presented on the following pages are organized to provide for maximum ease in use. It should be noted that a limited number of issues are dealt with in this document. Many more will need to be considered by local boards, and decisions will need to be made as to the additional policies that may be included.

2. Policies

The various sections that follow place the proposed policy statement in a box with the "authority" of the statute or regulation on which it is based, the policy number, and date of board action. An asterisk in the lower right hand corner indicates a required district policy.

Policy Number	Policy Statement
Date of Action	Authority

3. Board Regulations

In most cases a series of regulations or procedural steps are needed and these immediately follow the box containing the policy to which they apply. These will vary from rather short statements to more extensive statements as may be appropriate to the local district situation.

Board policies and rules should be separated and identifiable in the official document. SOME POLICIES MAY NOT HAVE REGULATIONS OR RULES. The board will probably want them developed.

4. Administrative Rules

Most board policies direct the district administrator to implement the intent of the board. The administrator will usually develop a set of rules designed to carry out board policies and regulations, and these rules thus have the same effect as a board policy or regulation. It may be desirable to place each administrative rule on a separate page with the policy and regulations, or separated in some appropriate manner or color coded.

5. Board Action

The district board should formally adopt all policy statements and approve regulations at an open meeting, with prior notice to the staff and public that such action is on the agenda. The district administrator may prepare, and the board may wish to accept, administrative rules requires to implement the policy, but it should give careful consideration to this action, which should also be at an open meeting. The date of the action to adopt a policy should be noted in the box in which the policy is stated as indicated in item 2, page 6.

6. Policy Numbers

It is recommended that district boards adopt some formal arrangement for coding policies—and for accommodation of regulations and rules that apply to them. There are a number of coding systems.

The policies that are suggested in the following are coded, as shown in the sample boxes, to agree with the Table of Contents, 1978, prepared by the Personnel Management Advisory Committee of the Oregon Board of

Education. (IT MAY BE NOTED THAT THE CODE NUMBERS DO NOT CONSISTENTLY APPEAR IN SEQUENTIAL ORDER. THIS IS BECAUSE POLICIES ARE GROUPED IN THIS DOCUMENT SOMEWHAT DIFFERENTLY FROM THAT USED IN THE TABLE OF CONTENTS.) The local board and administrator will find this document a source of information about the wide range of policies that a district may wish to consider for local use.

The suggested policies, regulations, and rules start on the following page. It is again emphasized that those shown on these pages are a minimum number of those that are required in order to meet state statutes and regulations and recent court rulings.

Each school board should consider and adopt policies and rules in its own language after careful consideration of comments included in preceding pages.

D. SCHOOL BOARD PROCEDURES

1.

1100 Authority of the Board*

School District _____ is defined as provided in the Oregon statutes. The board will carry out the powers delegated to it and will represent the desires of the people of the district, as controlled by federal and state constitutions, their statutes, rules and regulations, and the rulings of the courts. These powers and duties will be prepared to best meet the needs of students and the citizens of the district.

Adopted _____ ORS 332.072–332.107

* This is an example of a policy for which no regulation or rule has been developed.

2.

1120 Officers of the Board

The members of the board shall meet as provided in the Oregon statutes and elect officers for the coming year.

Adopted _____ ORS 332.040, 332.515

1121 Board Regulations

1. The board shall elect a chairman and vice chairman at the first meeting in July. No member shall serve as chairman for more than two years in succession.

2. The chairman shall preside at board meetings and perform such other duties as are required by law or designated by the board. The chairman has all the rights of discussion and voting on issues before the board at an official meeting.

3. When the chairman is absent, the vice chairman shall preside and assume all responsibilities of the office. In the absence of both the chairman and the vice chairman, the most senior member in attendance shall serve as chairman pro-tem.

4. The district superintendent is the district clerk and shall act as secretary of the district and perform such other duties as may be required. The board, on the recommendation of the superintendent, may appoint a deputy clerk to take and produce district minutes and other records as directed by the superintendent.

5. The board, on recommendation of the superintendent, may wish to annually secure the services of a legal counsel. Questions shall be directed to the counsel through the board chairman or the superintendent.

1122 Administrative Rules

1. The district administrator shall be aware of and inform the board of the appropriate Oregon statutes and rules and prepare the agenda for the organizational meeting.

2. The superintendent shall assist in the procedures required by law.

3.

1160 Powers and Duties of the Board

It is the policy of the district board to exercise those powers granted to it, and to carry out those duties assigned it by Oregon statutes and rules, as may best meet the needs of students and the citizens of the district.

Adopted _____

ORS 332.072, 332.107, 332.155-332.445, 332.505-332.525, 332.535, 294.305-294.515

1161 Board Regulations

1. The most important activities of the board are the formulation and interpretation of educational policies and rules and the evaluation of all proposals and criticisms regarding school programs and services. In carrying out the legislative and policy-making responsibility, the board shall delegate the administrative and executive functions to the superintendent.

2. The board of directors shall subscribe to the Code of Ethics as adopted by the Oregon School Boards Association.

3. Duties and Responsibilities of the Board

The duties of the board are those delegated to them in the Oregon school law and rules.

a. Retention and Delegation of Authority

(1) The board retains full legislative and judicial authority over the schools of the district in accordance with the existing school laws and the expressed will of the electors, but authorizes and delegates the superintendent to act within the law, policies, rules, regulations, and philosophy approved by the board. Legislative service under the law implies the power and the obligation to contract for services and materials, the power to inspect, the power to pass judgment upon employees and their work, and the power to veto acts of any or all employees when such acts are deemed contrary to the legal rights and obligations of the district or inconsistent with the established board policies.

b. General Duties and Powers

(1) To employ a superintendent/clerk of the district to administer policies and rules adopted by the board, to furnish the personnel needed, to fix the term of office, and to set the salary and expenses of office.

(2) To support the superintendent in the administration of such policies, rules, and appointments.

(3) To study all reports submitted by, or to the superintendent, as appropriate.

(4) To refer recommendations and complaints from subordinates to the superintendent; appeals made concerning a decision of the superintendent will be made to the board as a whole.

(5) To assist in presenting to the public the needs of the educational system and to adopt a budget which will satisfy these needs.

(6) The board shall establish general rules and regulations covering organizations, general policies, and procedures for the school district.

(7) Copies of the policies, rules, regulations, and subsequent amendments and additions shall be provided each board member and the school clerk and be placed in the office of each school and administrative officer. Copies will be available for examination by all employees of the school district and the public.

c. Action Upon Superintendent's Recommendation

(1) The board will consider and act upon the recommendations of the superintendent in all matters of policy, appointment or dismissal of employees, or other personnel regulations, courses of study, selection of textbooks, or other matters pertaining to the welfare of the students or staff members.

4. No board member shall receive any compensation for services as a member of a district school board other than reimbursement for reasonable expenses actually incurred on school business.

1162 Administrative Rules

1. The district administrator will be familiar with Oregon and federal laws, rules, regulations, and the findings of the courts and advise the board of the proper action it may take in carrying out its powers and duties.

2. The superintendent with the board chairman shall arrange for the proper orientation of new board members.

4.

1300 Methods of Operation

It is the policy of the board that all meetings shall be conducted in accordance with Oregon's open meeting law, the federal statutes and rules, the decisions of the courts, and with proper regard for open meetings and due process procedures. In so doing, it will seek information from the staff, and other sources, as appropriate, before decisions are made on policy and procedural regulations. It will call all meetings with proper regard for notifying about and granting access to these meetings.

Adopted _____ ORS 192.610–192.710

1301 Board Regulations

1. Adequate notice of the time and place of all board meetings will be provided through the news media and otherwise as appropriate.

2. The official agenda of all meetings will be made known to persons who ask for such information, and to the media.

3. All meetings shall be open to the public unless declared to be an executive meeting as provided by Oregon statute, ORS 192.610 to 192.710.

4. News media may attend executive sessions as provided in ORS 192.660(3).

5. The board should provide an early time on the agenda of each meeting for the public to be heard.

6. The board should provide opportunities for hearings as may be needed by statute or by the nature of the matter under consideration. Issues dealing with students or district personnel will be in executive session unless written request for an open meeting is received. The rights of individuals to "due process" will be protected.

7. All decisions of the school board, including those made in executive sessions, will be acted upon at open meetings. These include medical records and educational programs, except for student expulsions (332.061).

8. A quorum of the board is a majority of its members. A majority of the total membership must be required for affirmative action on an issue. The board chairman is expected to vote on all matters.

1302 Administrative Rule

1. The administrator should prepare the meeting agenda, in consultation with the board chairman, and mail it to all board members and others in advance, as appropriate.

   a. A regular agenda form should be used.

   b. A place should be provided for public comments and requests.

   c. The agenda should include matters that have been brought to the attention of the administrator and that are appropriate to and need the attention of the board.

   d. An executive session, when called, must be clearly noted in the agenda, if planned, and reported in the minutes as provided in Oregon statutes.

   e. An emergency meeting may be called to deal with an unexpected emergency, with a 24-hour notice as reason given in the minutes for a shorter time (ORS 192.040(3).

2. The administrator should provide for the usual and timely dissemination of information to district patrons through the public media or otherwise as necessary.

3. The administrator will be informed about and help the board to conduct its business according to Oregon statutes and Roberts Rules of Order, or other accepted procedure.

4. The administrator should regularly provide for the physical arrangements for the board meetings and should give attention to the comfort of members, participants, and visitors.

5. The administrator should guide the board in the conduct of any hearings that may be required and provided by board decision.

Reference: Attorney General's Public Records and Meetings Manual, Oregon Department of Justice, as revised, October 1985.

5.

1400 Board Meeting Minutes

All meetings of the district board shall be reported in written minutes showing the name of each member present, each motion and its resolution, the results of all voting, and otherwise setting forth a reasonable summary of the discussion on all subjects. The record of an executive session shall be maintained, but may exclude the discussion of matters that were the basis for the call to that meeting.

Adopted _____ ORS 192.410–192.500, 192.650, 336.185–336.215

1401 Board Regulations

1. The minutes of each meeting should be prepared by the district administrator/clerk as soon as possible following each meeting, unless other arrangements are made for this function.

2. All minutes shall be subject to review and formal approval at a subsequent meeting at which time they become the official minutes. It is not necessary to have a verbatim record of board meetings.

3. An exact record of all approved minutes and other records of the district shall be on file at the district office.

4. Minutes and other public records of the district will be made available for inspection by the public, subject to formal action of the school board to declare selected items as confidential in nature, as prescribed by state statute, ORS 192.500.

5. The board shall officially designate the person to be custodian of the district records, usually the district administrator/clerk.

1402 Administrative Rules

1. The administrator shall see that an adequate record of board meetings is maintained and that the official minutes include all actions taken by, or proposed to, the board.

2. The administrator shall provide for the early preparation and dissemination of the minutes immediately following each meeting and for the implementation of all actions approved or motions adopted.

3. The approved minutes of the board and other records or documents referred to or associated with its duties and decisions shall be maintained at the district office under the custody of the administrator/clerk.

4. The administrator shall provide for pubic examination of the minutes and other records of the district, in keeping with the laws on confidentiality of records.

Reference: School District Records Management, Schedule for Record Retention and Disposal Oregon Department of Education.

6.

1500 Board Policies

The activities of the district board will be governed by a set of written policies. These policies with the board regulations and rules developed to implement them are designed to give direction to the board members and district employees. They shall be available to district staff, parents, citizens and others as requested, and to the Oregon Department of Education.

Adopted _____ ORS 332.072–332.117
OAR 581–22–712(1)

1501 Board Regulations

1. The school board, in the development of these policies, will be guided by the recommendations of its staff and will seek wide community input during the preparation and subsequent review or alteration of these statements.

2. The district board will provide all possible channels for the dissemination of these policies to the entire community served by the district.

3. These policies may be revised, added to, or amended at a regular meeting of the board by a majority of the members, provided that the proposed changes have been presented to at least one meeting prior to action and that the community has been informed of the proposed action.

4. The operation of any policy or section not established by law or state or federal regulation may be temporarily suspended by a majority vote of the board when such action is in the best interest of the board, a citizen, a staff member, or a child.

5. The action to adopt a policy will state that it replaced any prior policy or practice of the district with which it could be in conflict.

6. Board policies should be reviewed at the start of each school year.

7. The board directs the administrator to take such steps as may be necessary to implement all board adopted policies.

1502 Administrative Rules

1. District administrators shall be acquainted with Oregon statutes and regulations as they apply to the operation of school districts and guide the board to avoid illegal and irregular actions.

2. The administrators will become completely aware and informed about the district policies, regulations, and rules; the reasons for them; and the expectation of the board regarding the results of their use.

3. The administrators should be constantly appraising the effectiveness of existing policies, regulations, and rules; and preparing recommendations when changes appear desirable.

4. The administrators may provide for obtaining input from staff and public through the following processes, as appropriate:

   a. Conversations with staff or citizens.

   b. Naming advisory or ad hoc committees to perform certain specific tasks. This will require that:

      (1) the membership and terms of office are clearly identified;
      (2) the task or questions to be answered are clearly stated;
      (3) district resources (staff and/or materials) are provided as needed;
      (4) there be developed and used a time frame for the assigned task;
      (5) there is a clear statement that the group is advisory, not a decision-making body.

5. The administration will develop plans and procedures for printing and dissemination of policies, regulations, and appropriate rules to the staff and district patrons. This should call special attention to those that have a compliance base for their development and use.

6. The administration will be particularly alert to developing rules and procedures called for by current board actions and for the timely use of new or altered board policies or regulations.

7. The administration, in order to accomplish these and other administrative rules, shall develop and circulate, as appropriate, administrative bulletins and reports as needed to implement district rules and procedures.

8. The administrator should develop and present to the board for its approval a calendar of district management events, including the timely review of district policies, regulations, and rules.

Reference: Personnel Guidelines and Model Policies, Personnel Management Advisory Committee, 1988.

7.

1600 Employee-Board Relations

It is the policy of the district board to provide for the establishment and maintenance of clear and direct relationships with the entire staff. It is the intent of the board to enter into collective bargaining as required by Oregon statutes in order to resolve differences that may exist relating to employment relations and to enter into written contracts with employee groups. The board will otherwise make available to employees a process for the review and reconciliation of such differences outside the contracts as may develop from time to time.

Adopted _____

ORS 243.650-243.782
OAR 581-22-715(1)(a)(E)

1601 Board Regulations

1. The board will direct the district administrator to develop and consistently use procedures designed to develop and maintain positive relationship and communication between administrator, school board, and staff.

2. The board will provide teachers and other employees and their representatives opportunity to discuss matters of their concern with the board, when not otherwise provided through the staff negotiated agreements.

3. The board will negotiate with the organization(s) certified by the Oregon Employee Relations Board, as determined by the process required by Oregon statutes.

4. The administrator should declare annually, at its organizational meeting, the district employees identified as supervisory and/or confidential employees and thus not included in the employee bargaining unit(s).

1602 Administrative Rules

1. The administrator will establish a channel for contact with the entire staff. This may involve an administrator's "cabinet," an informal process for incidental contacts with staff, or some other way for staff members to have easy access to the administrator.

2. The administrator should consult with the leadership of the staff organization(s) and be prepared to advise the board of the procedures to be used for collective bargaining, keeping the board informed of the statutory requirements for reaching a signed agreement.

3. The administrator should be thoroughly familiar with, and direct careful implementation of, the provisions of the contract(s) with the staff organization(s).

4. The administrator should advise the board as to those employees who are either supervisory or confidential and request that they be so named for purposes of collective bargaining.

Reference: Personnel Guidelines and Model Policies, Personnel Management Advisory Committee, 1985, pp 25, 26, 37.

8.

1700 School Closures*

It is the policy and intent of the district board to keep all schools open during the regularly scheduled school day and school year, as shown in the approved district calendar. Exceptions may be made by the board for unusual reasons, or by the district administrator in case of emergency.

Adopted _____

ORS 332.107
OAR 581-22-502

*This policy is out of number sequence.

1701 Board Regulations

1. The board will be advised of and will make decisions about the closure of district schools for reasons that may be anticipated.

2. The district administrator is granted authority to provide for school closure due to inclement weather or other conditions that make it unwise to keep school as regularly scheduled.

3. The administrator will keep board members informed when an employee group is considering work stoppage during the collective bargaining process.

4. The administrator will keep board members informed of financial conditions that may make it impossible to carry out the educational program for a full year. Lack of funds must be reported to the board at the earliest possible date.

1702 Administrative Rules

1. The administrator will be alert to emergency or other conditions that may arise and will advise the board when school closure for other than an emergency is necessary. The health and safety of students is an important consideration in school closure situations. An emergency plan should be developed and ready for use.

Reference: Keeping Schools Open, Personnel Management Advisory Committee, 1986, pp 4–5, 37–39.

2. The administrator will be alert to and keep the board informed about the status of collective bargaining activities. The possibility of work stoppage should be identified and the consequences described.

Reference: Keeping Schools Open, Personnel Management Advisory Committee, 1986, pp 15–25, 43–49.

3. The administrator should be alert and keep the board informed of the financial conditions of the district, and the possible effect on the state standard rating. Plans should be developed early to deal with this emergency. The board and staff must be familiar with the "Safety Net" provisions adopted by the 1987 session of the Oregon Legislature, as found in ORS 255.345–.355, 280.040–.150, 294.435(6) and 310.310–.595.

Reference: Keeping Schools Open, Personnel Management Advisory Committee, 1986, pp 15–25, 50–85.

E. CERTIFICATED/CLASSIFIED STAFF

1.

2010 District Organization

The administrative organization of the district is as follows: The board of directors is the policy–making body of the district. It shall direct the superintendent/clerk–principal with written policy statements regarding all phases of the district operation. The superintendent/clerk–principal shall develop systems for implementing district policies consistent with the district philosophy. In so doing, the superintendent/clerk–principal may delegate responsibilities, consult with, and develop administrative rules in order to facilitate effective and efficient operation of the district's programs.

Adopted _____

2011 Board Regulations

The superintendent may form an administrative team to include the assistant principal and such other staff members as he may determine needed. The superintendent has the responsibility for the performance of the assigned tasks.

2012 Organizational Chart

2.

2100 Employment and Duties of the Superintendent/Clerk-Principal*

The district board shall employ a superintendent/clerk-principal for the administration of the programs and services of the district and shall assign the duties to and hold the superintendent responsible for the performance of assigned tasks. The board reserves into itself the determination of district policies and priorities.

Adopted _____ ORS 332.505

*The Board may wish to develop regulations and rules.

2101 General Description of the Superintendent/Clerk-Principal

The superintendent/clerk of this district may, also be, the principal. The division of responsibility places fiscal, budgetary, accounting, district staff, and curriculum under these positions.

2102 Qualifications of the Superintendent/Clerk-Principal

The superintendent/clerk-principal shall have earned at least a master's degree from an approved institution with a major in education, shall have had at least five years of experience in teaching and administration of schools and shall hold a valid Oregon Teaching Certificate and a superintendent's credential.

3.

2110 School Board-District Administrator Relationships

It is the policy of the district board to reserve to itself the setting of policy and priorities, the employing and appraising of the services of the district administrator, and the assigning of and holding of the administrator responsible for all the administrative functions of the district. The administrator shall also serve as district clerk. (See 2101)

Adopted _____ ORS 332.505, 332.525

2211 Board Regulations

1. The administrator should hold, and be totally familiar with the contents of, the administrator's contract with the board. The contract should include: date of agreement, the date it terminates, conditions for renewal, salary and fringe benefits, the time on duty and provisions for vacation, an outline of duties including a clear indication that the administrator is responsible for the management of the affairs of the district under school board supervision and policies and regulations, and provision for an annual evaluation.

2. The board will expect advice from, and consultation with, the district administrator regarding implementation of board policy and such other matters as are necessary for the efficient management of the district.

3. The board will expect the district administrator to keep the board informed of educational progress made, and of problems that develop, and to suggest ways in which the board may act to provide the policies and regulations that may be needed to achieve more effective district operations.

4. The board will expect the administrator to advise the board on the performance of staff members and to recommend appropriate action as provided by Oregon statutes.

5. The board and administrator will annually provide a time for review of the services of the administrator.

6. The district administrator has authority to act as needed where no policy or regulation has been adopted dealing with a situation.

2112 Administrative Rules

1. The administrator should regularly provide information to the board on the conduct of the educational program and the results obtained, the behavior of students, and the instructional needs of the district to better provide for the growth of students.

2. The administrator should regularly report to the board on the performance of staff members and recommend retention, release, or dismissal, when appropriate.

3. The administrator should exercise leadership, and plan for and take such actions as may be necessary that are not in violation of board policies and regulations or are not otherwise provided, in order to improve the programs and services of the district.

4. The administrator should assist the board in setting a time for review with the administrator, the progress made by the district and the services of the administrator and using a previously agreed upon evaluation procedure.

4.

2120 Other Administrative Positions

It is the policy of the district board to provide the staff needed to implement the programs and services of the districts, and to authorize the assignment of additional personnel as determined necessary to assist the superintendent–clerk in carrying out assigned duties.

Adopted _____ ORS 332.505

2121 Board Regulations

1. The function of the administration shall be to plan for and control, coordinate, supervise, and direct a unified enterprise in accordance with the purposes, policies, rules, regulations, plans, procedures and programs authorized by the board.

   a. The superintendent shall identify the needs, develop job descriptions, secure authorization from the board, as necessary, and recommend persons for employment in these offices and such staff support as may be necessary.

   b. Positions are to be filled by both certificated and noncertificated employees, as appropriate.

      (1) Professional Staff. The board shall approve contracts for employment of professional staff members. The board ratifies and confirms the employment of professional staff members recommended by the superintendent.

      (2) Classified Staff. The employment, placement, and dismissal of a classified staff member is delegated to the superintendent. The superintendent shall conform with the intent and terms of any labor contract, currently in force, in carrying out this duty.

2. The district shall provide for school principal(s) as determined necessary to offer appropriate supervision of employees and educational experiences for children. A principal shall have general supervisory control over all staff assigned to a school or its programs.

3. Administrative and supervisory personnel shall be employed by the board for a period of not less than one year at an annual salary determined by the board prior to the preparation of the budget for the year. Administrative employees shall receive fringe benefits as determined by the board. Reimbursement shall be made for expenditures incurred while on district business.

4. The district board accepts the concept and application of team management in the administration of the district's affairs.

5. The superintendent shall annually recommend, and the board approve, those positions identified as supervisory and confidential employees, as defined by the collective bargaining statutes.

6. The superintendent shall at least annually evaluate administrative and other personnel, as appropriate. The process and evaluation instruments shall be determined in consultation between the superintendent and the employee(s), and shall otherwise be consistent with the statutes.

7. The following procedures shall be used when district personnel desire clarification of policies or solutions to problems unless otherwise provided in collective bargaining agreement(s). Similar aggrievance procedures will be followed with patrons and students.

   a. Suggestions for changes should be referred by or to the supervisor of the person making the suggestion. If an employee is not satisfied, the suggestion may be carried through the ladder of authority until satisfaction is gained or a response comes from the board.

   b. All suggestions and problems are to be handled at the lowest possible level; however, the board has ultimate responsibility and will be the final decision-maker in any case which is not resolved at a lower level.

   c. Ladder of authority is defined in the job descriptions of the district's employees. The superintendent will personally handle any problem or suggestion which cannot be resolved at the building principal level prior to referral to the board.

5.

2200 Personnel Policies

The district board provides personnel policies as required and directs the superintendent to develop and recommend personnel policies for adoption by the board. These policies shall be consistent with Oregon statutes and rules and shall not otherwise be included in district collective bargaining agreements. The superintendent or designee shall follow these policies in developing district procedures for the management of personnel matters.

Adopted _____

ORS 332.535
OAR 581-22-715

2201 Board Regulations

1. The school board shall develop and maintain written personnel policies.

2. At least one copy of the policies shall be placed in the library and office of each school and be available for inspection by members of the staff and the public.

3. The district administrator shall be sure that each employee is specifically informed of the existence and availability of these policies.

4. These policies shall provide for, but are not limited to, affirmative action plans, position descriptions, grievance procedures, fair dismissal procedures, and staff evaluation plan.

2202 Administrative Rules

1. The administrator should develop new, or modify existing, board personnel policies and recommend their approval by the board.

2. The administrator should be totally familiar with, and follow carefully, all personnel policies, regulations and collective bargaining agreements. The administrator should be alert to staff feelings about operational and management rules and procedures. Attention should be given to making those documents known to new employees at the time they first perform assigned duties.

3. The administrator shall provide for filing copies of district personnel policies in the district office and in the office and library of every school. The availability of these materials to staff and public should be clearly described and made known in every possible manner.

4. The administrator should be particularly careful to follow the policies, regulations, and rules in equal employment practices; to observe the affirmative action plan of the district; to develop and regularly update position descriptions, to plan and use staff evaluation procedures which make use of the descriptions, and to use a dismissal procedure that is based upon the evaluation plan; and to use the district/staff grievance procedures when required.

Reference: Personnel Guidelines and Model Policies, Personnel Management Advisory Committee, 1985, pp 1–8.

6.

2300 Position Descriptions

It is the policy of the district board to prepare position descriptions, and it directs the superintendent to develop and provide for regular updating of descriptions for every position required to carry out the district programs and services. The board will not formally act to adopt new, revised, and deleted descriptions developed by the superintendent/clerk–principal.

Adopted _____ ORS 342.850(2)(b)(A)

2301 Board Regulations

1. The positions described will be those necessary to carry out the philosophy and to reach the goals of the district.

2. The descriptions should provide for both certified and classified positions.

3. The descriptions should include as a minimum, the duties, responsibilities, privileges, authority and lines of communication among staff members, in sufficient detail to provide a basis for the annual evaluation of employees.

2302 Administrative Rules

1. The administrator will regularly examine the staff needs of the district and will correlate these needs with the staff position descriptions. When they are not in agreement, the administrator will modify or develop new descriptions in keeping with current needs.

2. The administrator will make the review of current position descriptions a part of the annual staff evaluation conferences.

3. The administrator will refer to the board any new or altered descriptions that involved, or may involve, a change in district policies or regulations.

Reference: Employee Recruitment and Selection, 1980, pp 3–4, Equal Opportunities in Education, Instruction and Employment, 1977, Personnel Management Advisory Committee.

7.

2400 Affirmative Action

The district board is committed to provide equal employment opportunity and treatment in the requirement, hiring, retention, transfer, promotion, and training of all employees regardless of age, handicap, national origin, race, religion, marital status, or sex. Continuous effort will be devoted to the improvement of human relationships and to eliminate conditions from which discrimination results. The district administrator is instructed to develop for board approval a plan for the implementation of this policy.

Adopted _____

Federal Statutes
ORS 659.010 to 659.110
ORS 659.400 to 659.435
OAR 581–21–045 to 049
OAR
581–22–715(1)(a)(A)(c)

2401 Board Regulations

1. The board shall provide for the equitable and fair use of this policy and related plan in all appropriate staff matters, and shall annually review the plan and the manner in which it is operating.

2. Full consideration shall be given to all applicants selected, and personal interviews will be granted all applicants selected as finalists as being prepared for positions to be filled.

3. The district administrator shall be responsible for the administration of this policy so as to achieve an equitable distribution of minority groups, and women throughout the district.

4. The plan will be disseminated and explained to all district employees.

5. The administrator in the search for competent and well-trained staff members will give attention to the federal laws that require employers to be sure that candidates are citizens or if they are immigrants that they have completed the required document that entitle them to employment. The district will also be sure that staff members employed after November 7, 1986, also meet these requirements. If not qualified, potential employees will not later than at the time of hire, or when found without, will complete Section 1 "Employee Information and Verification" on Immigration and Naturalization Service (INS) Form I-9. (See ORS 240.145(3); 240.250)

6. Problem areas will be identified and plans will be developed to provide appropriate answers.

2402 Administrative Rules

1. The administrator shall develop and keep current a plan for the implementation of the district affirmative action policy, and shall present it or proposed changes to the board for approval. (A copy of the plan should be placed in an Appendix.)

2. The administrator shall follow exactly the policy, statute, and regulations of the district, state, and federal government and court decisions in the interview, employment, assignment, transfer, and retention procedures of the district.

3. The administrator shall make positive efforts to reach an equitable distribution of women and minority group employees in the district.

4. The administrator will be aware of and make use of printed resources that will provide assistance in implementing the affirmative action plan (See reference below for sample plans)

Reference: Equal Opportunities in Education: Instructional and Employment, Personnel Management Advisory Committee, 1977.

8.

2500 Employment and Assignment

It is the policy of the district board to employ certificated and classified employees as recommended by the superintendent in keeping with the provisions of the approved annual budget and collective bargaining agreements. Teachers shall hold certificates issued by the Teacher Standards and Practices Commission (TSPC) properly endorsed for the specific position to which assigned, and shall file the certificate with the district prior to engaging in assigned activities. The superintendent is directed to develop regulations to implement the intent of this policy. Classified employees shall demonstrate necessary training and experience.

Adopted _____ ORS 324.203, 332.505, 342.120–342.505–342.515

2501 Board Regulations

1. All applicants for positions shall complete an application form that will include appropriate reference to position descriptions.

2. The application form will be developed and used in a manner consistent with the fair employment and affirmative action procedures of the district, as prescribed by federal and state statutes and regulations.

3. Applicants will be considered for employment in keeping with the district affirmative action plan and their training (certification) and experience.

4. Successful applicant will be employed to work in the district and will be assigned to best meet the requirement of district needs and programs.

5. Employment of certificated personnel will be by written contract, signed and dated by both parties.

6. Only properly certificated persons shall be assigned to positions as provided in the position descriptions of the district.

2502 Administrative Rules

1. The administrator shall regularly review and update as necessary the district application procedures and related forms.

2. The administrator or designee shall conduct interviews with applicants in a manner consistent with approved affirmative action procedures.

3. The administrator will consider for employment only those who hold proper preparation for the position as described, who meet the district affirmative action plans, and who are otherwise qualified for the position(s) to be filled.

4. Employment of certificated employees will be by offer by the administrator, acceptance by the applicant, and formal action by the board at a regular meeting as shown in the board minutes.

5. The administrator will assign and reassign staff members to positions for which they are qualified, as it may be in the best interest of the district or as otherwise included in the collective bargaining agreement.

Reference: Employee Recruitment and Selection, 1980; Equal Opportunities in Education: Instructional and Employment, 1977; and Recruiting and Employing, 1987, Personnel Management Advisory Committee.

9.

2600 Staff General Responsibilities*

It is the policy of the district board to describe a set of general responsibilities, with the advice of the superintendent and staff. These responsibilities shall be made known to appropriate groups of employees and they shall be expected to become familiar with and to follow them in practice and otherwise as provided in collective bargaining agreements.

Adopted _____

*The board may wish to develop regulations and rules.

10.

2700 Collective Bargaining Agreements*

It is the policy of the district board to engage in discussions designed to reach agreements with recognized employee groups, as required in the Oregon Collective Bargaining Laws.

Adopted _____ ORS 243.650–243.782

*The board may wish to develop regulations and rules.

11.

2710 Salary and Fringe Benefits

It is the policy of this district board to establish a salary schedule and benefits consistent with the equitable treatment of staff and the financial ability of the district, as may be determined by the provisions of collective bargaining agreement.

Adopted _____

ORS 243.650–243.782, 279.342(5), 342.596, 342,610, 659.360–.370

2711 Board Regulations

1. The specific requirements of the collective bargaining process, as it relates to these matters, shall be observed in "good faith."

2. The district shall set the working hours for a substitute teacher, but must pay the substitute no less than the state formula for establishing substitute teacher pay. Work assignments for more than half a day but less than a full day must be pro–rated on the basis of the portion of the full class assignment taught by the substitute. This provision does not apply to substitute teachers represented in a collective bargaining unit.

3. The board shall provide parental time as provided in the Oregon statutes (ORS 659.360–659.370).

2712 Administrative Rules

1. The administrator will develop and recommend to the board a salary and fringe benefits program that is in keeping with the collective bargaining agreement.

2. The administrator shall recommend to the board changes in salary and fringe benefits for subsequent years.

3. The administrator will keep informed of what comparable districts are doing to provide salary and fringe benefits to the staff.

(NOTE: The specific procedures the administrator will follow vary from district to district as provided in bargaining agreements.)

12.

2720 Professional Growth and Development*

It is the policy of the district board, when not otherwise covered in a collective bargaining agreement, to provide opportunity for staff development and improvement, and opportunity will be provided district personnel to participate in programs designed to achieve these purposes. An annual appraisal of programs meeting acceptable goals will be carried out with each employee.

Adopted _____ OAR 581-22-715(1)(a)(B)

*The board may wish to develop regulations and rules.

13.

2730 Staff Evaluation

It is the policy of the district board to require regular evaluations of all district personnel as required by Oregon statutes and collective bargaining agreements. The evaluation shall be in writing, dated, and signed by the employee and the supervisor. One copy of the evaluation shall be placed in the district personnel files and one will be given to the employee.

Adopted _____ ORS 192.410-192.500, 327.103, 342.850, and 652.750

2731 Board Regulations

1. The Board shall require staff to meet the State Board of Education rules for a standard school.

2. All position descriptions should be a base for the district administrator and staff member to plan for improvement in, and for the evaluation of, the performance of each employee.

3. All probationary employees shall be evaluated at least annually; permanent employees at least once every two years.

4. Regular files shall be maintained in the district office for all employees and shall be available for inspection as provided in Policy 2740.

5. Employees may inspect their own files and may place written comments in them if requested.

6. The evaluation program should be integrated with the district performance improvement program.

7. Evaluations used to improve teaching and services shall be clearly differentiated from those used for nonrenewal or dismissal from employment, and the staff member should be made aware in writing of this difference.

2732 Administrative Rules

1. The administrator will develop and propose to the board, for its approval, an evaluation program that will include the following:

   a. Updated job descriptions for every district position, as appropriate.

   b. A pre-evaluation interview to cooperatively set annual performance goals for each employee.

   c. An evaluation procedure that will appraise progress toward these goals and include performance standards that use items in the job description.

   d. An evaluation based on written criteria which includes performance goals.

   e. The use of the state evaluation form for certificated, and district-developed forms for all staff positions, as appropriate.

   f. A post-evaluation interview to discuss the results of the evaluation and to develop a written plan of assistance, if needed.

   g. A written appraisal signed by the employee and placed in district office employee file, with a copy provided for the employee.

2. The administrator shall have, and be responsible for, a personnel file for each employee maintained in the district office. The file shall be the property of the district, and the employee shall be granted an opportunity to examine the file and to insert a statement when needed.

3. The administrator should provide a procedure and use it to: inform employees whose services are not adequate to the assignment, provide a way to inform the employee of how to improve services and the help to be given, and inform the employee when poor services may lead to release from district employment.

Reference: Employment Procedures: Personnel Files, 1980, Evaluation Guidelines for School Personnel, 1986, Personnel Management Advisory Committee.

14.

2740 Personnel Files*

It is the policy of the district board, as required by ORS 342.850(4), (5), (6), and (7), that all official records of personnel employed by the district be kept in the administration office under adequate protection at all times. Such records may be inspected only by the individual employee or their designee, the board superintendent or designee as directed by others, authorized in writing by the superintendent or the individual concerned, or as otherwise determined by collective bargaining agreements. Arrangements shall be made in advance with the proper office. The files shall remain in and not removed from that office during an inspection.

Adopted _____

*The board will need to adopt regulations and rules.

15.

2750 Continued Employment

It is the intention of the district board to provide constructive opportunities for all personnel to continue their employment in the district and to provide the appropriate supervision and training experience necessary to accomplish this purpose.

Adopted _____

ORS 239.213 to 239.227, 342.513, 342.545, 342.553, 342.850, 342.934, 342.953

2751 Board Regulations

1. Each staff member will be provided guidance by a supervisor so that successful performance of assigned responsibilities may be achieved, and the employee will be held accountable for the proper performance of these responsibilities.

2. The district evaluation procedures will be used to help employees identify areas of service in which improvement is desirable and to plan a program designed to help develop this improvement (ORS 340.850).

3. Employees who are not able to develop sufficient skills to adequately perform assigned tasks will be given ample notice and opportunity to work toward improvement.

4. Probationary teachers employed half time or more shall have permanent status after three years of service as a teacher in the district, providing they work 135 consecutive days (ORS 742.840).

5. An employment contract for certificated employees assigned to less than half time, daily service shall indicate a nonprobationary status.

6. Classified employees and probationary teachers may be refused renewal of employment for cause and may be granted a hearing before the board, if requested, as provided in the Fair Dismissal Laws and in the Oregon statutes (ORS 342.805 to 342.934).

7. Reduction in staff members shall be guided by the district contractual agreement and/or Oregon statutes.

2752 Administrative Rules

1. The administrator shall provide and follow an evaluation procedure that fulfills the purpose of ORS 342.850 and offers employees an opportunity to improve their services to children and the district. The plan:

   a. may be developed in consultation with the bargaining staff members.

   b. should develop job descriptions for each position with performance standards as in ORS 342.850.

   c. should provide some growth opportunity and challenge to each employee.

   d. should develop performance objectives that agree with "b" above.

2. The administrator may develop appraisal forms (in addition to that required by the state for all certificated employees).

3. The administrator should develop constructive ways to improve weak performances.

Reference: Personnel Guidelines and Model Policies, 1985, pp 33–37, 38; Keeping Schools Open, 1986, pp 14–31, Personnel Management Advisory Committee.

16.

2760 Fair Dismissal

It is the policy of the district board to release or dismiss a permanent employee, and to otherwise terminate employment only for cause, as provided in Oregon statutes, using due process procedures and appropriate collective bargaining agreements.

Adopted _____ ORS 342.805 to 342.995

2761 Board Regulations

1. Termination of employment shall be preceded by efforts to help the employee meet assignment expectations, and should be provided with appropriate supervisory assistance.

2. If not a part of the district labor contract, the administrator shall develop for board approval, a procedure for reduction in staff in a manner consistent with Oregon statutes (see Policy 2762, #4 and 1702, #3).

3. An employee may be dismissed at any time for cause and through the provisions of Oregon statutes. Appropriate hearings should be held. Permanent teachers have the right to use the Fair Dismissal Appeals Board and the Employment Relations Board.

4. Teachers should be retired at the end of the school year during which they reach their 70th birthday. They may be retired at an earlier date as requested in writing, or offered extended service, if appropriate.

5. Teachers will be granted unused accumulated sick leave to obtain increased retirement benefits.

6. The administrator shall review with the board the performance of employees. The board should take no action on teacher employment status without the recommendation of the administrator.

2762 Administrative Rules

1. The administrator shall follow the district plan for helping staff to higher levels of performance and shall provide specific assistance, stated in writing, to help the employee perform at that level.

2. The administrator shall follow the district procedure to provide special assistance to staff members who are informed of the duties for which they are not performing up to standard and who may be subsequently subject to possible dismissal or nonrenewal of employment, or who may be released in order to reduce the number of staff members.

3. The personnel files of staff members shall be complete and up–to–date. They shall be in the custody of the administrator, but open to the employee. Performance evaluations and reports shall be reviewed with, and signed by, the employee. The intent and use shall be guided by collective bargaining agreement and/or district policy (see Policy 2740).

4. The district should have a contract agreement or plan that allows the administrator to recommend to the board for its approval, a procedure for releasing staff members when dollars, enrollment or the education program needs call for a reduction in the total staff of the district.

5. The administrator shall be aware of, and advise employees regarding, the elements of "due process" as they apply to the rights of those employees.

6. The administrator should help employees approaching retirement under the Oregon statutes and district policy and should assist them to determine the benefits and other conditions that will apply at that time. The superintendent shall propose appropriate incentives or part-time employment programs for those wishing to retire early.

NOTE: The administrator may propose and the board accept the preparation of an administrator "Guidelines for Administration" that will include among other plans those included above in 2500 to 2800.

Reference: Personnel Guidelines and Model Policies, 1985, pp 33-37, Hearings, 1980, Constructive Staff Discipline, 1981, District Improvement Programs, 1986, Personnel Development for School Improvement, 1985, Staffing Alternatives, 1987, Personnel Management Advisory Committee.

17.

2770 Grievance Procedures

It is the policy of the district board to follow the process through which employees may resolve grievances not covered by collective bargaining agreements.

Adopted _____ ORS 243.666

2771 Board Regulations

1. Every district employee will have the right of access to the school board through the grievance procedures without reprisal by the board or any district employee.

2. It is expected that district employees will resolve differences with supervisors and that the use of the grievance procedures will be limited to situations when other attempts at reconciliation have been unsuccessful.

3. Every effort will be made to give speedy implementation to the grievance process.

4. The resolution of grievances not covered in the collective bargaining agreement shall follow prior efforts to arrive at solutions between the employee and immediate supervisor, and by the district administrator, or by the school board whose decision shall be final.

2772 Administrative Rules

1. The administrator shall be thoroughly acquainted with the district procedures and follow them exactly.

2. The administrator shall keep open every possible channel for use by staff for the early recognition of differences and solution of staff problems so as to reduce the need for use of formal proceedings.

3. Every effort should be made by the administrator to give personal leadership to the early and prompt reconciliation of differences.

Reference: Personnel Guidelines and Model Policies, 1985, p 37, Personnel Management Advisory Committee.

18.

2800 Health and Safety/Hazardous Materials

It is the intent of the district board to provide all students and employees with healthy and safe environments and working conditions, and it directs the district administrator to keep the board informed of hazardous and unhealthy conditions that may be found on district properties, including asbestos (see Policy 6400) with recommendations for their improvement.

Adopted _____

ORS 332.190, 654.010 to 654.022
OAR 581-22-706

2801 Board Regulations

1. The district administrator will work with all staff members to identify unsafe and unhealthy conditions and to solicit their help in correcting these conditions.

2. The school board will make every effort to correct all unsatisfactory conditions brought to its attention.

3. The board and administrator will seek the advice and counsel of state safety personnel and others informed about such matters.

4. Fire drills and other safety measures will be planned and carried out in a carefully developed and consistent manner. (Such plans should be placed in an Appendix.)

2802 Administrative Rules

1. The administrator should work with the staff to develop safe and healthful conditions as they relate to the welfare of students, staff, and visitors. The advice and counsel of staff members and students should be sought in the development of safety plans.

2. The administrator shall keep the board promptly advised of conditions affecting health and safety of persons with appropriate suggestions for the prompt correction of adverse conditions.

3. The administrator will develop and follow a schedule of fire drills and other exercises designed to help all persons to respond properly in case of emergency.

4. The administrator shall identify a safety committee and safety officer to assist in developing and maintaining healthful and safe conditions.

5. The administrator shall implement a program designed to provide for the protection of staff, students and the public as conditions of hazardous materials (HIV) effect an employee.

   a. If the district has reasonable cause to believe that an employee is infected with HIV, the employee may be required to have an appropriate physical examination.

   b. When it becomes known that an employee is infected with HIV, the superintendent will determine if reassignment of the employee is necessary. At this time, the superintendent will also designate a team to plan and manage communications with all parties regarding the case.

   c. A team will be immediately constituted to review the employee's assignment to determine if such assignment may create a health risk for other persons. The team members will include: the employee, employee's physician, employee's supervisor, representative(s) of the district office, public health agency representative, and association representative.

      Factors that the team should review, but not be limited to, are assignments that include application of first aid, food handling, assignments that include personal hygiene care, or any other factors that could transmit blood or body fluids from one person to another. Periodic review of the employee's medical condition should be scheduled. The team will make its recommendations to the administrator.

   d. If reassignment of the employee is believed to be advisable by the superintendent, the action taken will follow review and consideration of policies, regulations, and practices that govern such reassignments for medical reasons, including the use of each appropriate sick leave and disability leave.

   e. The employee's right to privacy and the confidentiality of medical records will be preserved. Only as much information as necessary will be communicated to the community and staff so that news is managed and the credibility and trustworthiness of the district is preserved.

   f. These guidelines will be revised to be in conformance with new medical information and guidelines published by county and state health departments. Such publications should be the basis for inservice training provided for employees.

   g. In order to keep up–to–date, the administrator will consult with such agencies as Oregon Departments of Health and Education and the Oregon School Board Association.

F. PUPIL PERSONNEL

1.

5100 Attendance Eligibility

It is the intent of the district board to provide an educational program for all youth living within district legal boundaries, who are otherwise entitled to an appropriate, free, public education. The board will determine attendance boundaries for the schools of the district and will assign children to these schools as necessary. The board may admit children residing in other school districts and may require tuition payments as determined on an individual basis.

Adopted _____

ORS 330.780, 330.790, 332.575 to 332.595, 339.005 to 339.135, 339.155, 339.165 to 339.185, 433.255 to 433.280
OAR 581-22-316(3)

5101 Board Regulations

1. The board will make necessary provisions for the enforcement of the compulsory school law and shall receive regular reports from the district administrator on matters relating to the attendance of children in the schools of the district. A program shall be devised to accommodate the requirements relating to immunization of all students as required.

2. Students will be expected to attend the school to which assigned, but the board may grant exceptions on an individual basis when the interests of the district and the student's safety calls for such action.

3. Tuition will usually be charged for the attendance of those children whose residence is outside the district; the amount to be set annually by the board at the start of the school year.

5102 Administrative Rules

1. The administrator will regularly obtain data showing the total enrollment trends in the district, and will keep the board informed by alerting it to conditions that currently affect or may lead to adverse learning environments.

2. The administrator will assign children to the school serving their area of residence in keeping with regulations governing attendance adopted by the board.

3. The administrator will keep the board informed of attendance data and the efforts made to enforce the compulsory school laws.

4. The administrator will provide for the collection of tuition from the parents of nonresident students and will keep the board informed on an

annual basis of the number of such students. The administrator will make a yearly recommendation to the board as to tuition rates for the following year.

5. A plan shall be developed and implemented to identify and assist those who need special assistance to meet immunization requirements.

2.

5170 Equal Educational Opportunity

It is the policy of the district board that equal educational opportunity and treatment be provided to all students. No student legally enrolled in the district shall, on the basis of age, handicap, national origin, color, race, religion, marital status, or sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity administered or authorized by the district board. The superintendent and district staff are directed to make continuous effort to provide equal educational opportunities and to eliminate those conditions which may cause discrimination (see 7100 series).

Adopted _____

Federal Civil Rights Act, Amendments and Executive Orders
ORS 339.030(4), 659.150–659.175 659.400–659.435
OAR 581–21–045, 581–21–046, 581–22–505

5171 Board Regulations

1. Every student will be assured an equal opportunity to profit from the educational program of the district, and will be assured an equal opportunity to take part in the various activities provided by the district.

2. The staff and physical resources of the district will be used in such a way as to ensure equal opportunities for all children without discrimination.

3. The staff will prepare and present to the board the programs that are developed by the Oregon Department of Education which will be added to the present curriculum material of the district, if the board wishes to add some or all of the following. They are designed to give a comprehensive curriculum–based program.

   a. Improve dispute and conflict resolution skills and encourage creative problem solving;

   b. Provide understanding of other cultures and the roots and nature of conflict between cultures;

   c. Communicate insight into how attitudes are formed and decisions are made;

d. Present to students, as is appropriate to their ages, a balanced discussion of the history of the arms race; the short, intermediate, and long-term dangers of the use of modern weapons of mass destruction; the changing nature of armed conflict; and the effect of the arms race on national and local economics;

e. The decision on the use of these and other similar curriculum materials should be reached through the use of advisory committee(s) which include various staff members and local citizens.

4. The administrator shall provide data to the board which will be used to review annually and update the district program.

5172 Administrative Rules

1. The administrator shall advise the board of the plans for assuring each child an equal educational opportunity, and shall regularly update these plans in keeping with board policy and intent.

2. The educational program of the district, as developed and managed by the administrator, shall provide equal opportunity for participation by all children in class and extra activities.

Reference: Equal Opportunities in Education: Instruction and Employment, 1977, Personnel Management Advisory Committee.

3.

5180 Student Rights and Responsibilities

The board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes and the decisions of the courts. The administrator shall carry out the intent of the board.

Adopted _____

ORS 332.861 322.072, 337.150, 339.155, 339.240 to 339.450, 659.150, .175
OAR 581-21-045, -050 to -075

5181 Board Regulations

1. The board will provide the following student rights and responsibilities:

a. Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

b. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

c. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights.

d. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.

e. The right to privacy, which includes privacy in respect to the student's school records.

2. Students have the right to know the standards of behavior that are expected of them as well as to know the consequences of misbehavior.

3. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through information distributed annually.

5182 Administrative Rules

1. The administrator shall develop programs and procedures that will assure students the rights included above, and will provide ways in which parents and the community will be informed of the same.

4.

5210 Student Management

The district board is committed to procedures that provide students with the elements of "due process" in the management of their actions on school properties or when attending school-sponsored activities as indicated in a Student Conduct Code. The district administrator is assigned the responsibility of providing the necessary rules to ensure that the rights of both students and district are protected, and will report regularly to the board on these matters.

Adopted _____

ORS 339.240 to 339.270,
OAR 581-21-050 to -075,
581-22-702

5211 Board Regulations

1. All rules governing the conduct of students, and actions necessary to the enforcement of these rules, shall recognize the necessity for good student management. (The Student Conduct Code, as adopted, should be noted here and placed in an Appendix, as it is revised by the Oregon Department of Education.)

2. Corporal punishment, if used, shall be appropriate to the student offense and age in keeping with building procedures and shall be administered in the presence of at least one other district employee.

3. Locker inspections or other search of property shall be based on procedures giving proper attention to protection of property rights.

4. The procedures for suspension and expulsion shall provide for students to hear the charges, to offer testimony, and will be supportive of school purposes and student growth. The student or parent may request a hearing in these matters.

5. The student or parent may appeal a building decision to the district administrator, or from the latter to the school board.

6. The district staff shall identify and provide the students and parents information about alternative district programs and encourage their use.

7. The district will develop and implement a program to protect students, staff and others from hazard materials and conditions, such as AIDS and HIV infection. The administrator will develop this procedure.

8. The rules and procedures of the district and each individual school will be placed in writing, and each secondary school student will receive a copy with appropriate explanation so that each rule will be made clear to every student. The widest possible distribution of the rules shall attempt to include parents and other interested persons.

Reference: Student Conduct and Discipline, State Board of Education, 1941.

5212 Administrative Rules

1. The administrator shall advise the board and staff of the requirements of "due process" in the management of student activities and discipline.

2. The administrator shall recommend to the board a policy regarding corporal punishment and will make known to the public and staff what this policy includes and how it will be administered.

3. The administrator shall provide the necessary rules and procedures for the protection of the property of both children and staff.

4. The administrator shall provide for the necessary procedures for the suspension and expulsion of children. These will include the right to know the rule violation(s), the right to confront those making the charges, the right to call witnesses, the right to fair and equal treatment, and the right to a fair and reasonable ruling. The student or parent should know about, and be guided in, any appeal they may wish to direct to the school board.

5. The administrator shall provide that the rules and procedures governing the conduct of students be placed in writing and disseminated to students and parents, as appropriate.

6. The administrator shall advise the board when it may be desirable to have a "neutral" hearings officer conduct any hearings that may be needed to provide children with due process protection.

5.

5250 Communicable Diseases

The administrator will develop and follow the procedures for planning education programs for HIV infected students of the district.

Adopted _____

1. Upon receiving a report that a school-age child has AIDS, the Oregon Health Division or local health department will issue an order to exclude the child from school, for a maximum of 30 (thirty) days, during which time an educational program will be planned for the child. Upon receiving an exclusion order or other notice of HIV diagnosis, the administrator or designee will immediately initiate the formation of a team to plan and manage communications with all parties regarding the case, and a team to plan for the education of the child. The team will develop and recommend an educational plan to the administrator for approval. Team members will include:

- Counselor
- School principal
- Child's teacher(s)
- Local health department
- Child's parent or guardian

Other members of the planning team may include a representative of the Oregon Health Division, the child's physician, and representatives of such other agencies as appropriate.

Under certain circumstances, a child with HIV infection might pose a risk of transmission to others:

- If the child is under five (5) years of age
- If the child lacks toilet training
- If the child has open sores that cannot be covered
- If the child demonstrates behavior (e.g., biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream

The plan about the type of educational setting for the child should be based on the child's behavior, neurologic development, physical condition, and the expected type of interaction with other children and staff in the school. The parents' opinion to request home teaching should be thoroughly examined in view of the potential physical and psychological

risk of continued school attendance for the child. The planning team must weigh the risks and benefits to both the infected child and others in the setting.

For most infected school-age children, the benefits of an unrestricted setting would outweigh the risks of their acquiring potential harmful infections in the setting and the apparent nonexistent risk of transmitting the HIV to others.

Parents of the infected child, the child's teacher and/or the school principal may request a reconvening of the planning team to consider new information about the child's condition. Otherwise, the County Health Department will contact the child's physician at least once every sixty (60) days to insure effective communication about the condition of the child.

2. Care should be taken over exposure to the infected child's body fluids and excrement. Feeding, diaper changing, and care of wounds should be performed by persons who are aware of the child's HIV infection and the modes of possible transmission. In any setting involving an HIV infected person, good handwashing after exposure to blood and body fluids and before caring for another child should be observed. Gloves should be worn if open cuts or lesions are present on the caretaker's hands. Any open lesion on the infected child should also be covered.

3. If the County Health Department, in consultation with the child's physician and a physician representing the state Health Division determines that a risk of transmission exists, the school principal shall exclude the student from school until appropriate action can be taken. In the case of a temporary exclusion (e.g., until an open sore can heal or be effectively covered) the principal may end the exclusion upon competent medical advice. In longer term exclusions (e.g., development of biting behavior) the appropriate team will be reconvened and an alternative program and placement will be developed in accordance with the procedures set forth in paragraph 1.

4. A child with HIV infection, as with any other immune deficient child, may need to be removed from the classroom for his/her own protection when other communicable diseases are occurring in the school population. Notification of the presence of such diseases will be made by the school nurse to the child's physician. The decision to remove should be made by the child's physician in consultation with the county health representative and the child's parents.

5. Routine and standard procedures should be established and placed in an Appendix "A." Procedure for cleaning spills of blood or body fluids, a technical assistance paper describing procedures to be followed for cleanup of spills involving blood or body fluids from any child, should be made available to all involved.

6. The school shall respect the privacy of the infected child and his/her family. All written records and recommendations of the planning team which indicate HIV infection will be maintained only in the private file of the school principal. Knowledge that a child has HIV infection should be

confined to those persons with a direct need to know (e.g., principal, teacher, nurse, health room attendant, necessary district office staff) as determined by the administrator or designee in consultation with such other persons as appropriate. Those persons should be provided with appropriate information concerning such precautions as may be necessary and should be aware of confidentiality requirements contained in 20 USC Section 1232g (The Family Educational and Privacy Act), ORS 40.245(1), 336.195, 342.175, and OAR 584-20-035, 1(a) and 584-20-040, 3(h).

7. This section must be regularly revised to conform to new medical information and applicable regulations or guidelines published by state or local health authorities.

6.

5300 Student Guidance*

It is the policy of the district board to provide a program designed to offer counseling and guidance to students as needed to ensure maximum success in school activities. The superintendent shall develop, supervise, and regularly report on the program designed to accomplish this intent.

Adopted _____

*The board should provide for regulations and rules.

7.

5500 Student Fees

It is the policy of the district to charge and collect student fees only for those activities that are outside the regular educational program of the district, and the district administrator is directed to develop procedures to implement this intent.

Adopted _____

ORS 339.155
OAR 581-22-717(2)

5501 Board Regulations

1. Student fees shall not be collected for textbooks or other printed materials required for classroom instruction in grades kindergarten through 8.

2. Fees or charges may be made for school lunches, subject to the requirements of the federal free lunch and milk program; for school papers and annuals; for the costs of projects that are over and beyond the regular instructional activities, and for which no grades are given; for the use of one or more district locks on school lockers; and for attendance at school activities.

3. The right to appeal on these matters may be granted and is required in the case of free lunches and milk.

4. Rental fees may not be charged for textbooks used as part of the regular instructional program, but a security deposit may be required which will be refunded if the textbook is returned in usable condition. Supplementary texts shall be made available on loan.

5. Fees shall not be collected in grades 9 through 12 that are related to the regular instructional program of these grades.

6. The board shall approve a system for identifying, receiving, recording, accounting, and auditing all student funds on an annual basis.

5502 Administrative Rules

1. The administrator shall develop a plan for the collection of such fees or charges as may be legal and approved by the board.

2. The administrator shall provide for the collection of lunch charges, the proper accounting for the same, and the proper recordkeeping for state and federal reports.

3. The administrator shall be familiar with the free lunch and milk regulations and shall provide for proper implementation of these laws, to include a hearing with a hearings officer, should a parent wish to challenge a decision.

4. The administrator shall advise the board on the proper accounting for the receipt and expenditure of all student funds and shall instruct staff members in the procedures that must be followed.

8.

5700 Student Progress and Records

It is the policy of the district board to provide for a fair and consistent procedure for the measurement of student progress and grading. It is also the policy to develop and maintain student records in keeping with the requirements of confidentiality and the statutes and regulations of the federal government and the state of Oregon. The administrator is assigned the responsibility for developing and consistently using those operating procedures needed to implement this policy.

Adopted _____

Federal Education Amendments of 1974 Section 513(a) Part C, with amendments by S. J. Res. 40 and PL 93-380 ORS 44.040, 192.500, 326.310; 327.125, and 332.061, 336.185-336.215 OAR 581-21-015, 581-22-717(3) & (4) and OAR 581-23-006

5701 Board Regulations

1. District rules should clearly indicate the conditions controlling the use of student records; making clear distinctions between confidential and student progress data.

2. The procedure for withdrawal of students and subsequent release of those student records should be consistent with confidentiality requirements. A procedure should be developed on inspection of student records by parents and others who have a legitimate reason for such inspection.

3. The process for gathering and recording student record data should be developed, placed in writing, and clearly explained to all current and new staff members.

4. It should be made known to the public that hearings may be held on challenges to the contents of a student's record. It should also be announced that such hearings would be held if requested.

5702 Administrative Rules

1. The administrator, with the staff, shall provide for the development and maintenance of adequate and appropriate student records. This shall be in keeping with state statutes and state and federal regulations.

2. The administrator shall advise the board on the development of a policy and procedure concerning the confidentiality of student records.

3. The administrator should develop a plan for the proper release of student records when they are leaving the district or as otherwise necessary.

4. The administrator should keep board, parents, and public informed about the rules governing these matters, the right to public hearings, if requested, and the exposure that comes to confidential records if a public hearing is conducted when requested by parents or child.

Reference: Student Records, Suggested Guidelines for School Districts, Oregon Department of Education, 1988.

7.

5800 Student Transportation

It is generally the intent of the district board to provide transportation for all eligible students. The district administrator is responsible for developing the necessary rules to accomplish this intent and to report regularly to the school board on the transportation services.

Adopted _____

ORS 327.035, 330.780,
332.405–332.427,
332.445, Chapter 811
801, 801.455 to 460,
816.260 to 816.350,
820.100 to 820.120,
820.160 to 820.170
OAR 581–22–720(1)
OAR 581–53–002 to 055

5801 Board Regulations

1. The school board may annually determine the district schools that children will attend and set the boundaries for free transportation. Exceptions may be made at the discretion of the board; hearings may be granted, if requested.

2. The school bus schedules will be developed yearly and announced prior to the start of school, or whenever altered.

3. School bus drivers will be clearly instructed as to their duties for the safe handling of the equipment and the maintenance of student discipline in and around the bus and shall be properly supervised to ensure correct performance of these tasks.

4. Special bus runs may be provided, if and when necessary, to assist in district extra activities.

5. The district administrator shall develop bus replacement schedules and regular patterns of maintenance to ensure that only safe vehicles are used.

6. A procedure shall be developed and followed to provide a system for informing parents when children are to leave school in buses or private cars to take part in school instructional and related programs and to obtain permission when needed.

5802 Administrative Rules

1. The administrator shall advise the board of new regulations or modifications of existing regulations governing the use of district school buses.

2. The administrator, with the building staff, will develop a plan for the proper care of children upon arrival at schools and when waiting for transportation at the end of the day.

3. The administrator shall develop a set of rules for the conduct of children on or near district buses and for the conduct and responsibilities of bus drivers.

4. The administrator shall develop and use plans for transportation or other equipment needed for district field trips.

5. The administrator will keep the board informed of the condition of district buses and shall recommend their replacement on a timely basis.

G. FISCAL MANAGEMENT

1.

6100 Budget Preparation

It is the policy of the district board to direct the district administrator or designee to recommend an annual budget calendar, to prepare the first draft of the district annual budget, and to help members of the board and budget committee to understand and assist each other in arriving at the budget and tax levy to be presented to the public.

Adopted _____ ORS 294.305 to 294.565

6101 Board Regulations

1. The school board, in consultation with the district administrator, will set priorities for items to be considered in the district annual budget.

2. The district administrator will solicit assistance from the staff for ideas and technical help in preparing the annual budget.

3. The board, with the staff, will provide a variety of ways for explaining the annual budget needs to the public.

6102 Administrative Rules

1. The administrator shall develop a budget calendar for board approval.

2. The district administrator, as directed by the board, will develop in cooperation with district staff, a preliminary budget for review by the board and budget committee.

3. The administrator will assemble, with the assistance of the staff, reasons for new or expended budget item requests and shall present these data to the budget committee and board.

Reference: Program Budgeting and Accounting Manual for School Districts, Oregon Department of Education, 1987.

2.

6140 District Levy Election

It is the intent of the district board to follow exactly the provisions of Oregon statutes and regulations for holding annual hearings and conducting the annual levy (and board member) elections.

Adopted _____ ORS 19 3.010 to 19 3.090, 255.005 to 259.355

6141 Board Regulations

1. The procedure for calling and announcing the annual district public budget hearing will be in keeping with statute, and the district administrator will advise the board as needed in order that all actions will be completed consistent with these procedures.

2. The regular procedures for holding a public hearing will be observed, including announcing the meeting, the conduct of the meeting in keeping with the open meeting laws, and providing the right to be heard for all who make such a request. (See Policy 1300)

3. The district board and administrator will properly complete and use all necessary legal forms so that the call for the levy (and other elections) will be according to statute and to avoid challenge as to the legality of the process followed.

4. The county clerk will be assisted in every possible way in the conduct of the election process.

6142 Administrative Rules

1. The administrator will advise the board as needed on the conduct of the district levy and general election, outlining the role of the county clerk and others in the process.

2. The administrator, with the board, shall provide the notices required by law for a public hearing on the budget, announcing the time and place and such other matters as board may approve.

3. The administrator shall be responsible for the use of necessary forms for report to all affected parties as required for the legal announcements needed and shall prepare the ballot forms.

Reference: Budget and Election Calendar, Chronological Events, School Business Services, Oregon Department of Education, 1987.

3.

6200 District Purchasing Procedures

It is the policy of the district board to follow exactly the provisions of Oregon statutes and regulations for the purchasing of district supplies, materials, and services. It will determine the manner in which it will use the "Contract Review Board," and may ask the ESD to assume this responsibility.

Adopted _____

ORS 279.025, 332.255 to 332.325
OAR 127-10-010 to 160

6201 Board Regulations

1. The district administrator shall keep the board informed of the needs of the district and shall provide a process for the proper purchase of materials and services to meet these needs.

2. The district administrator may initiate purchase of materials and services provided in the approved annual budget when the unit cost of each such material or service is less than $____. The administrator shall recommend to the board approval for other purchases in excess of this figure. Annual contract and other full-time approved staff salaries shall not be subject to this regulation.

3. The board shall require the development of clear and proper specifications for the purchase of services and materials. These specifications shall not be so restrictive as to eliminate competitive bidding. The bid shall be awarded to the lowest legal bidder meeting all specifications, unless an adequate reason is presented to act otherwise.

4. Advertisements for bids must include a statement that, if the project for bid is a public work, the bidder must comply with state or federal prevailing wage rate requirements, whichever are applicable.

5. The board will provide for a Contract Review Board as required by the Oregon statutes, perhaps with the county ESD.

6202 Administrative Rules

1. The administrator shall advise the board on purchasing practices and needs.

2. The administrator shall direct the preparation of specifications that will allow competitive bidding.

3. The administrator shall recommend to the board the awarding of bids.

4. The administrator shall develop and maintain proper records for the purchase, receipt, and payment of charges.

5. The administrator will advise the board on the purpose of the Contract Review Board.

6. The administrator will advise the board on investment procedures and revisions.

4.

6300 Accounting Procedures*

It is the policy of the district board to provide a system for the orderly receipt, disbursement, and accounting of all district funds including student body funds. Responsibility for the development, management, and review of this system is assigned to the administrator or designee.

Adopted _____

*The board should prepare necessary regulations and rules.

5.

6400 Property Management*

It is the policy of the district board to provide and maintain in safe and healthy condition the facilities needed for the program and services of the district, and shall observe the asbestos abatement program as required by ORS 460.877. These properties shall be made available for public use when it is not in conflict with the requirements of the educational activities of the district (see also Policy 8300). The board will provide for the appropriate disposal of presently unneeded properties as suggested by the administrator.

Adopted _____

*The board should prepare regulations and rules.

6.

6500 Insurance Protection*

It is the policy of the district board to provide insurance protection for district properties, services, financial operations, actions of the board, board members and district employees, and the general public, as may be appropriate.

Adopted _____

*The board should prepare regulations and rules.

7.

6600 School Lunch Services*

It is the policy of the district board to provide lunches for children enrolled in the schools. The district may enter into agreement to participate in the National School Lunch Program. The administrator is assigned responsibility for the implementation of this policy, in keeping with state and federal statues, rules, and regulations.

Adopted _____

*The board should prepare regulations and rules.

H. INSTRUCTIONAL PROGRAM

1.

7100 Instructional Goals

It is the policy of the district board to provide an equal educational opportunity for each student coming under its programs and services to learn and achieve maximum growth possible in the school educational environment regardless of race, color, creed, national origin, religion, age, sex, or handicaps. The district staff will acknowledge the dignity and worth of individuals and groups and their participative roles in society.

Adopted _____

ORS 336.035–.086, 339.250–.255
OARs 581–15–005 thru –109, 581–22–201, –402, –520

7101 Board Regulations

1. The district administrator, in consultation with the staff, will keep the school board informed of the conditions in the district as they relate to the instructional program and will advise the board as to ways in which they may be improved. A procedure shall be designed and implemented to set district goals and program goals, as appropriate.

2. The administrator and staff will seek such help as may be needed to keep abreast of current state requirements and of other innovations in teaching content and method. The district will develop and implement a procedure designed to reduce the number of "drop–out" or "students at–risk."

3. The results of the educational program in the classrooms will be under regular study, with appropriate report to the board and public about both successful and inadequate results.

4. The board will assist the staff to achieve the goals stated above through provisions for inservice activities.

5. The district staff will help the board to consider and implement in addition to a kindergarten program, other programs that will provide a prekindergarten program for children at risk and a separate parent–as–teacher program. State Board rules will be provided. Kindergarten children may enter the program if five years of age by September 1; they may be admitted earlier if deemed qualified.

6. The board will provide for the needs of handicapped persons as required by federal and Oregon statutes and rules.

7. The administrator and staff will recommend to the board appropriate high school graduation requirements and programs designed to meet them.

7102 Administrative Rules

1. The administrator, in consultation with the staff, will develop, regularly revise, and implement an education program designed to meet the individual needs of students and will provide counsel for students and parents, as appropriate, to help them make maximum use of this program.

2. The staff will provide opportunities for alternative programs of instruction when needed and will provide for the cost of these programs as provided in ORS 339.250 and .253. (See OAR 581–21–031, 581–22–317 and 581–23–008.)

3. The administrator, with the staff, will devise and use a program designed to gather data about the progress of children through the educational program and shall keep the board and public informed of this progress.

4. The administrator, with the staff, shall develop inservice programs as needed to help all the staff to provide better services for all children.

5. The administrator will provide and implement plans and procedures for assuring free, appropriate public education for each qualified handicapped student. Attention will also be directed to the able and gifted students.

2.

7200 Required Instructional Time*

The length of the school day will be recommended by the administrator and approved by the board, and will be in keeping with state requirements. Starting and ending times for the school day will be established annually and communicated to the public.

Adopted _____

ORS 332.072
OAR 581–22–502, 503

*The board should prepare regulations and rules that are in keeping with the following state regulations.

1. Each school district shall annually adopt and implement a school calendar which provides its students at each grade level with the following minimum number of instructional hours:

Grades	Hours
9 – 12	1,020
4 – 8	930
1 – 3	840
K	435

2. There shall be no less than 270 consecutive days between the first and last instructional day of each school year at each grade level.

3. No student shall be required to exceed the following number of instructional hours per day:

Grades	Hours
9 – 12	7
4 – 8	6.25
K – 3	5.75

4. School assemblies, student orientations, testing, parent–teacher conferences, and other instructionally related activities involving students directly may be included in the required instructional hours. However, transportation to and from school, passing times between classes, noninstructional recess and lunch periods shall not be included.

5. Up to 30 hours of staff development activities may be included in the instructional time requirement when approved by a local school board. However, staff activities directly related to the opening and closing of the school year and grade reporting shall not be included in these hours.

6. For multiple shift programs, this rule applies to enrollment of students in each shift (i.e., each student must be able to receive the required hours of instruction).

7. The instructional time requirement for twelfth–grade students may be reduced by action of a local school board for an amount of time not to exceed the equivalent of five school days.

8. The required number of instructional hours per year shall not be reduced as a result of emergency school closures. (It may be possible to make necessary adjustments when reported to the State Superintendent of Public Instruction.)

9. This rule becomes effective July 1, 1989. However, school districts may comply with the required days of instruction by meeting the time requirements of OAR 581–22–502 until July 1, 1992.

3.

7400 District Educational Program*

It is the policy of the district board to provide an educational program designed to meet the needs of all students and as required to meet State Minimum Standards. The administration shall provide for regular evaluation of current educational programs and for program improvement as necessary to best meet the needs of students and the state requirements.

Adopted _____

*The board should prepare regulations and rules.

4.

7600 Selection, Purchase, and Review of Educational Materials

It is the policy of the district board that a wide range of instructional materials shall be available to teachers and to students served by the district programs. The procedure for selection of materials shall be proposed by the administrator and approved by the board. A process for receiving and responding to formal requests for review of the selection procedures and materials selected shall be developed by the administrator and staff and shall receive board approval.

Adopted _____

ORS 337.011–337.260
OARs 581–11–050, –085,
581–22–710

7601 Board Regulations

1. The district administrator will provide a process through which the staff may be involved in the selection of instructional materials used in the district programs.

2. The selection of district textbooks will be carried out as needed to use both the state adopted textbooks and other supplementary materials.

3. The wide range of library and other resource materials for use in the district classrooms, including films, will be selected in keeping with the district program and the needs of the community.

4. A process for accepting a challenge to any item used in the instructional program will be developed, approved by the school board, made known to the public, and followed. (This process may be included in an Appendix.)

7602 Administrative Rules

1. The administrator shall develop, with staff, a program for the identification of instructional materials and supplies that are needed to implement the educational program and shall use this procedure as a basis for the purchase of these materials and supplies.

2. The administrator and staff will propose the development and use of a media center for the district and provide for its use as a basis for the selection of items for inclusion in the district budget.

3. The administrator and staff shall develop a clear process for the selection of text, library, and other printed materials and shall also provide a process for dealing with a challenge to the use of such materials. These plans and procedures shall be clearly understood by board and staff and shall be announced and explained as needed to the public.

Reference: State Board-Adopted Textbooks for Oregon Schools, Oregon Department of Education.

5.

7700 Use of Material, Equipment and Services*

It is the policy of the district board to make its instructional materials, equipment, and services available to district staff and approved groups when it does not interfere with district programs and services.

Adopted _____

*The board should develop regulations and rules.

6.

7710 Controversial Issues

It is the policy of the district board to provide an orderly process for receiving and responding to complaints about or other challenge to the programs and services of the district, and the district administrator will assist the board in the development and use of the process.

Adopted _____ ORS 332.107

7711 Board Regulations

1. The district administrator, and the staff, will make every effort to provide ample opportunity for members of the public to discuss district programs and procedures about which there may be questions.

2. The district administrator will offer an opportunity to members of the public to have an informal "hearing" on a matter that has not otherwise been settled.

3. The school board will have a procedure through which a member of the public may appeal to the board when not satisfied with prior efforts to settle an issue.

4. The board will offer opportunities for a hearing, at which time all the protections of due process will be observed.

5. The decision of the school board will be final, except for possible appeal to appropriate courts.

7712 Administrative Rules

1. The administrator and staff will develop a plan for offering staff and public every opportunity to discuss district programs and procedures.

2. The administrator will develop a plan for board acceptance for the conduct of "hearing" on controversial matters that may be brought to its attention and which cannot be reconciled by staff and/or administrator.

3. The board wants the schools to play an important role in reducing the fears about AIDS by educating students with current, factual information about the communicable disease; i.e., how it attacks the body's system, and how it is (and is not) transmitted. AIDS is a deadly disease; there is no known cure or remedy. Until a cure is found, the board believes the best course of action is to attempt to contain or to reduce the spread of the disease by creating an informed public; one that is aware of the physiological and psychological aspects of the disease.

    a. A curriculum will be developed cooperatively by parents, teachers, administration, local health department staff, and others, and adopted by the board, to be taught in classrooms K–12.

    b. The curriculum will present current, accurate information to help students learn infection control for preventing the spread of the AIDS–causing virus, and to assist them in making decisions about protecting their health and the health of others. HIV+ and Hepatitis B infections shall be included in the curriculum. Attention should be given to ORS 336.035(2); OAR 581–22–412, 415, 705.

    c. Parents/guardians of minor students shall be notified in advance that the material regarding AIDS/HIV/Hepatitis B will be taught. Any parent/guardian may request his/her child be excused from the class under the provisions set forth in Oregon Revised Statutes and Administrative Rules.

d. The district will develop procedures for parent notification, exemption, and alternative credit.

Reference: Hearings, Personnel Management Advisory Committee, 1980.

I. SCHOOL–COMMUNITY RELATIONS

1.

8100 School and Community*

It is the policy of the district board to establish and work toward maintaining a positive relationships with the residents and organizations of the district, and to provide such services as may be appropriate in keeping with the goals of the district and the proper use of its facilities.

Adopted _____

*The board should develop regulations and rules.

2.

8200 Visitors to the Schools/Non–Custodial Parents*

The board encourages parents to visit their child's school, observe classes, and meet the school staff, by appointment when possible. However, in order to prevent disruption of a child's education, individual visits and nonemergency phone calls between parent and child will be discouraged.

Adopted _____ ORS 107.154, 163, .245–.257, 332.107

*The board should prepare regulations and rules that are in keeping with the following.

1. Unless otherwise ordered by a court, an order of sole custody in favor of one parent shall not deprive the other parent of access to school records and activities of their child. It is the responsibility of the custodial parent to provide the school with any court order that curtails the rights of the noncustodial parent.

2. In order to assure that no unauthorized persons enter the school, all visitors will report to the school office when entering and will receive authorization to visit elsewhere in the building.

3. Any unauthorized person on school property will be reported to the principal or superintendent. The person may be asked to leave. Police may be called if the situation warrants such measures.

Students will not be permitted to bring visitors to school without special permission and prior approval of the principal.

3.

8300 Use of School Properties

The district board intends to make the school buildings and other facilities and equipment of the district available for public use in a manner that does not conflict with the educational program of the district and which is otherwise fiscally possible.

Adopted _____ ORS 332.172

8301 Board Regulations

1. The school board, with the advice of the district administrator, will develop a process for the use of school buildings and will make it known to the public.

2. The procedures may require adequate supervision by either or both the district staff or members of the group making application.

3. Appropriate forms and records should be developed and used to help determine the degree to which facilities are used, to otherwise control the use of a privilege.

8302 Administrative Rules

1. The administrator will develop rules for the use of school buildings and other facilities, such that the programs of the district receive first priority, and shall make these rules known to the staff and public.

2. The administrator shall develop plans for providing staff supervision for the use of facilities and equipment, as needed to implement board policy.

3. The administrator shall develop forms or other basis for recordkeeping and shall advise the board of the public use of district facilities.

4.

8310 Fees for Use of Facilities

The district board, with the advice of the district administrator, will annually establish a fee schedule for the use of district facilities and materials.

Adopted _____ ORS 332.172(3), (4)

8311 Board Regulations

1. The fee schedule may distinguish between school-related groups and the general public, and between those offering a program without charge and those that have a profit goal.

2. The fees may include a reasonable charge for the cost of utilities, for custodial or other staff services, and for the special use of cafeteria and kitchen equipment.

3. A regular billing form and procedure will be developed to implement the fee program.

8312 Administration Rules

1. The administrator shall develop and submit to the board for its approval a fee schedule for the use of district buildings and facilities. This schedule should give consideration to the conditions outlined in board regulations.

2. The administrator shall develop and maintain a regular billing procedure and shall keep the board informed when using groups that fall behind in making required payments.

5.

8500 Gifts and Donations*

It is the policy of the district board to accept gifts and donations of funds, property and time (as provided in ORS 332.375) when they clearly support the programs and services of the district and are in keeping with district goals. Special gifts and donations shall be accepted that are designed to assist any staff member or student as may be appropriate. The administrator shall provide for the implementation of this policy.

Adopted _____

*The board should develop regulations and rules.

6.

8800 Solicitation/Restricted Matter*

It is the policy of the district board that no printed matter, announcements, or personal solicitation shall be allowed in the district facilities under its control unless the sponsor employee or student has the permission of the administrator or designee for such activity (ORS 336.620).

Adopted _____

*The board should develop regulations and rules.

7.

8810 A Drug-Free Workplace*/**

The manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited within the school district and when engaged in any school district sponsored activity.

The school district board wants all employees to be aware of dangers of drug abuse, its provision of an Employee Assistance Program counseling service.

As a condition of employment each employee will abide by the terms of this policy and will notify the school administration of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction and the school district will take whatever action is appropriate or required under the Act.

Violation of this policy is grounds for disciplinary action including dismissal.

*As defined by the Drug-Free Workplace Act of 1988 (PL 100-690).
**The board should develop regulations and rules.

APPENDIX A

DEFINITIONS

The following definitions come from several sources. Some are found in the statutes and others have been developed for use in similar publications. The source will be indicated where appropriate. The board and administrators should become familiar with and use these definitions.

Administrator: Any person who holds a valid Oregon Administrative Certificate and who is currently employed in a position defined as supervisory under ORS 243.656(14), 342.140, and OAR 584–20–005(1). This includes all superintendents, assistant/deputy superintendents, and principals in the public schools or education service districts (ORS 2342.120(1)). Any teacher, the majority of whose employed time is devoted to service as a supervisor, principal, vice principal, or director of a department or the equivalent in a fair dismissal district but shall not include the superintendent, assistant/ deputy superintendent of any such district or any substitute or temporary teacher employed by such a district (ORS 342.815(1)).

Affirmative Action: District policy and implementation procedures adopted by the board to meet the federal and state statutes and regulations regarding the employment, promotion, and retention of employees, without regard to race, national origin, religion, sex, age, handicap, or marital status.

Certificated: Holding the proper certificate on April 1, to teach in the district identified education program, issued by Oregon's Teacher Standards and Practices Commission (ORS 342.125 to 342.340).

Classified Employee: Any person employed in a position which does not require a teaching certificate.

Communicable Diseases: Is an infection involving AIDS causing viruses, such as HIV+ and Hepatitis B.

Competence: The ability to teach a subject or grade level based on recent teaching experience or educational attainments, or both, but not based solely on being certificated to teach a subject or grade level (ORS 342.934(8)(1)).

Competent: Discharging required duties as set forth in these rules (OAR 584–20–005(1), 584–20–010).

Continued Staff Development: Is the acquisition of new and advanced knowledge, skill, and sensitivity that enhance performance after entry into employment. Continued development occurs through both informal and formal learning experiences. Information learning experiences include reading, exchange with colleagues, attendance at professional meetings, and on–the–job experiences generally. Formal learning experiences are usually of two kinds: inservice studies and advanced experiences or studies. This applies to all employees, teachers, support personnel, and administrators.

Curriculum Improvement: Includes the instructional content of the courses provided by the district. These will require review due to changes originating at the state level and in the goals and policies of the district. The findings of research and identified good practice in other districts should be considered.

Custodial Parent: One who is ordered by a court to hold sole custody of a child.

Due Process: A personnel procedure that has the elements of notice and an opportunity to be heard plus the right to defend in an orderly manner.

Effective Job Performance: Is the determination of the way in which an employee of the district carries out the assignment as described in the district-approved job description. This is based on a planned program adopted by the district board that is consistent with the statutes and rules of the state and the findings of the courts.

Ethical: Conforming to the professional standards of conduct set forth in these rules (OAR 584-20-005(4), 584-20-035).

Evaluation: Includes regular appraisal of the effectiveness of the educational program of the district, the procedures for updating it as needed, and the performance of staff. It should include the gathering and interpretation of information appropriate to the responsibilities of each area, and the decision as to the changes that should be made and the process for bringing them about (ORS 342.850, 342.934, OAR 584-20-040).

Hazardous Materials: Are those that are dangerous in use or storage such as asbestus-containing materials, solvents, cleaning liquids and other chemicals.

Implementation of a New Program: Is the development of a feeling of "ownership" on the part of those who will implement the new activities. The staff that shared in the development of a program and the manner in which it is to be appraised, will be more eager to take part in its use and have an interest in its success. All plans should have built-in procedures for starting it, appraising it, and changing it as needed after a period of use.

Improvement of Existing Programs: Is a basic factor in the efforts to arrive at higher levels of excellence. It requires that the district develop and adopt plans and procedures for their implementation that will appraise the effectiveness of the present program, the needs of the students and staff and an awareness of the present status of the research related to program improvements.

Job Description: A statement by the local school district describing a particular assignment in some detail; e.g., English teacher, elementary school principal, or head secretary for a high school. (Some districts use "position" description.)

Just Cause: A contractual term that means an employer must make a good faith determination of sufficient cause for discharge or discipline based on acts reasonably believed to be true and not for any arbitrary, capricious, or illegal reason.

Merit: Measurement of one teacher's ability and effectiveness against the ability and effectiveness of another teacher.

Performance Goals: Written criteria established at a pre-evaluation interview, based upon the job description and performance standards, that describe what the employee is expected to do to improve performance.

Performance Standards: Written criteria that identifies the indicators of quality relative to performing the responsibilities listed in the employee's job description.

Permanent Teacher: Any teacher who has been regularly employed by a fair dismissal district for a period of not less than three successive years, whether or not the district was such a district during all of such period, and who has been re-elected by such district after the completion of such three-year period for the next succeeding school year (ORS 342.815(5)).

Personal Development: Applies to the ways in which individual staff members have engaged in academic or other forms of inservice activities, the demonstration of improvement in meeting assignments, and the manner in which they have grown as a person.

Policy: A planned statement, adopted by the local school board, through which it states a position, intent, or belief about a matter for which it has a responsibility.

Probationary Teacher: Any teacher employed by a fair dismissal district who is not a permanent teacher (ORS 342.815(6)).

Program of Assistance: A written program established for the employee at the post-evaluation interview designed to assist an employee who failed to meet one or more performance goals to attain the necessary development and growth in the assignment. This applies to administrators, certificated, and classified personnel.

Seniority List: The oldest employee in points of service and competence for the position proceeding so on down the list of employees to the youngest in point of service based on the first day of actual service with the school district.

Service: Starts on the first working day with the district (ORS 342.934(c)).

Staff: As used in this document includes all employees, certificated and classified, without regard to the individual assignment.

Staff Support: Includes classified personnel, physical equipment and supplies that are provided to assist in carrying out assigned programs and duties, and the ways in which the district provides for other individuals or groups to help an employee carry out assigned tasks and in reaching new goals.

Substitute Teacher: Any teacher is employed to take the place of a probationary or permanent teacher who is temporarily absent (ORS 342.610).

Teacher: Any person who holds a teacher's certificate as provided in ORS 342.125 and who is employed to teach in the public schools of Oregon (OAR 584-20-005(5)).

Any person who holds a teacher's certificate as provided in ORS 342.125 or who is otherwise authorized to teach in the public schools of this state and who is employed half time or more as an instructor or administrator (ORS 342.815(8) and OAR 584-20-005(5)).

Teaching Responsibilities: Duties assigned to the teacher, whether classroom instruction, counseling, curriculum development, or administrative duties (see job description).

Temporary Teacher: A teacher employed to fill a position designated as temporary or experimental or to fill a vacancy which occur after the opening of school because of unanticipated enrollment or because of the death, disability, retirement, resignation, or dismissal of a permanent or probationary teacher (ORS 342.815(9)).

Visitors: Are natural parents, those given custody by a court or other family members, and others who are friends at a school or district. Appointments should have been made and posted school rules observed. Visitors should first report to the school or district office.

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